

# BOCES Instructional Technology Newsletter

September 2011

[www.foxmeadowtechnology.wikispaces.com](http://www.foxmeadowtechnology.wikispaces.com)

## Fox Meadow Instructional Technology Committee

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## Monthly Themes

This year, the Technology Committee will be focusing on a specific instructional strategy or skill a month. Some of these focus points include graphic organizing, vocabulary development, study skills, note taking, etc. We will be discussing websites, workshops, lessons, Web2.0 tools, videos, and any other resources that we can find. Please let a member of the Technology Committee know if you have a specific strategy or skill that you would like to see addressed! If you have any resources that you love or come across anything good, please forward it along!

October Focus:

Graphic Organizing

## Ten Reasons for Using Web2.0 Tools in Education

1. Motivate and involve students in learning, using tools that many are already using for personal purposes.
2. Align with the standards for the 21<sup>st</sup> century learner and International Society for Technology in Education's National Education and Technology Standards.
3. Prepare students with authentic skills for working in the real world.
4. Encourage collaborative learning strategies.
5. Support learning as a social process.
6. Allow for interactive learning.
7. Provide students with authentic audiences.
8. Free and fun to use.
9. Provide an anytime, anywhere learning environment.
10. Connect students to global community of learners

*(Click, Create & Collaborate: Web 2.0 Tools to Support Inquiry Based Learning. A collaborative program of Southern and Putnam Northern Westchester BOCES School Library Systems)*

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## ∞ eSchoolData ∞

Everyone is becoming an expert at taking attendance in eSchoolData. Now, it's time to become an expert with using the Gradebook function. A trainer from the Lower Hudson Regional Information Center (LHRIC) will be coming to work with interested teachers. Stay tuned for further information. Should you have any pressing questions, Fatima Oliveira set up her Gradebook and is willing to help others.

## ∞ Microsoft Live ∞

All staff and students have Microsoft Live accounts. Everyone is encouraged to use these accounts to store and share files. It's also an email account. Please do not save documents to the network drive or your documents anymore. Diane Dursi, Manager of Information Technology, highlights the importance of using the Microsoft Live Skydrive...

- Storing anything in the My Documents folder equates to storing it on the local hard drive on your computer.
- Any information stored in My Documents is not backed up centrally. Therefore if the drive fails, a person could lose all of their data files.
- 25GB of personal storage is available on Live@EDU
- Data stored on Live@EDU is backed up regularly.
- Once all files are transferred to LIVE@EDU, not only can staff members access these files from any internet location, including their home, but if their location changes next year, they will be able to access these stored files from any other computer. It will no longer be necessary to transport the computers to the new location.

### BASIC INFORMATION

Website: [www.live.com](http://www.live.com)

Your email: [firstname.lastname@students.pnwbores.org](mailto:firstname.lastname@students.pnwbores.org)

Initial Password: 1234567 (you will be prompted to change this upon log-in)

### RECOMMENDATIONS

- ☐ Have your Microsoft Live Outlook email forwarded to your regular work Outlook emails.
- ☐ Set up your profile
- ☐ Set your privacy to "limited"

For more information on Microsoft Live, please visit [www.foxmeadowtechnology.wikispaces.com](http://www.foxmeadowtechnology.wikispaces.com) or call Cathy Armisto @ X651. Cathy is available (and would be more than happy) to come to your class to demonstrate the features of Microsoft Live for you and your students.



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## Quick Tip:

### Using SMART Notebook Tools to Provide a Clear Focus


#### SMART Notebook Screen Shade

Do you want to focus students' attention on a certain piece of information? Would you like to slowly reveal information to your audience so they can take vital notes at the appropriate time? If so, try using the SMART Screen Shade. You can drag the Screen Shade tool up, down, right or left to hide or reveal information.

##### Adding a Screen Shade to a Page\*

☐ Press **Screen Shade** .

- A Screen Shade appears over the entire page.
- The small circles at the edges of the Screen Shade are resize handles. Press and drag a resize handle to reveal part of a page.


☐ To remove the Screen Shade from a page, press the Exit button  in the upper right corner of the Screen Shade.

\*If you add a Screen Shade to a page and [save the file](#), the Screen Shade appears over the page the next time you open the file.

#### SMART Notebook Spotlight Window


Is there a need for you to focus in on one aspect of your material? Perhaps focus on a part of a primary document, such as a photograph? Try the Spotlight window.

##### To open a spotlight window

Press **Magic Pen** .

☐ Using your finger or pen tray pen (on interactive whiteboards) draw a circle on the interactive screen.

- A spotlight window appears.
- To reduce its size, press in the middle of the spotlight window, and then drag it to the left OR
- To increase its size, press in the middle of the spotlight window, and then drag it to the right.
- To move the window around the interactive screen, press near the edge of the spotlight window, and then drag it.

☐ To close the spotlight window, press .

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## ⌘ Social Bookmarking ⌘

Social Bookmarking is a method for internet users to organize, store, manage and search for resources online.

**PROBLEM:** Many of us bookmark sites directly onto a specific computer. There's a very good chance that you use more than one computer. Frustration ensues when you go to look for a bookmarked site and then realize that it was "saved" on another computer. Even if the site was bookmarked on that specific computer, it may be difficult to find amongst the many other bookmarked sites.

**SOLUTION:** Store your bookmarks online so they can be accessed from any computer at any time. Organize your bookmarks with tags so you can find them easily. Add comments and sticky notes to your internet pages. Highlight important parts of any site.

*What is so "social" about "social bookmarking"?*

- With social bookmarking sites, such as Diigo, you can "follow" other users and they can "follow" you. You also have the option of keeping a bookmarked site "private" so only you see it.
- You can also join groups of other social bookmarkers with similar interests. For example, if you are interested in "Web 2.0 Tools for Teachers" you can join that group and see all the latest and greatest sites that are being bookmarked on this topic.
- You can add comments to the bookmarks, as well as view what other people are saying about the site.
- When searching topics on Diigo, you can see how many people bookmarked a particular site, thus allowing you to see the popularity of it.
- You have the option of not being very "social" at all. You can just use the site as a tool to efficiently organize bookmarks.

*Site to try...*



[www.diigo.com](http://www.diigo.com)

## ⌘ Instructional Technology Wiki ⌘

Please be sure to check out the Fox Meadow Instructional Technology wiki. A variety of resources are available on this website. If you are looking to infuse more technology into your classroom, you can choose a specific instructional strategy and find tools that can be easily integrated into your lessons.

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